

OCCUPANCY PERMIT FORM

CITY OF MILPITAS
APPLICATION FOR OCCUPANCY PERMIT
Administering Department: Building Department
455 East Calaveras Boulevard, Milpitas CA 95035
tel: (408) 586-3000 • fax: 586-3286

NOTE: While this form is **not interactive** due to the requirement for an original signature, it may, however, be filled out, then printed and mailed or delivered to the City.

DATE BUSINESS WILL OPEN:

1. Business Name:

2. Business Address:

3. Applicant Name:

4. Building Owner's Name:

5. Building Owner's Address: (Street, City, State, Zip)

Phone No:

Fax No:

6. Briefly describe your business (retail sales, storage of warehouse/distribution, manufacturing of...)

7. Please describe what activities are conducted in each room or area of your business; including what is done, i.e. manufacturing - of what? (You may exclude general office, bathrooms,

conference room.):

PLEASE NOTE: No building, structure, or building service equipment regulated by Milpitas Municipal Code Section II-1-21 and the technical codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the Chief Building Official.

8. Are you required to obtain a "USE PERMIT" or other APPROVALS from the Milpitas Planning Division to operate this business at this location? Yes No
(If you are unsure or wish additional information, please contact the Planning Division at (408)942-5185.)

Do you have hazardous materials? Yes No
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10. Are you required to have permits or clearances from any of the following agencies to operate your business at this location? (If you are unsure or wish additional information, please contact the agency at the number listed below)

EPA (Environmental Protection Agency)	Yes	No	(415) 744-1500
DHS (Dept. Health Services - Carehomes)	Yes	No	(408) 277-1784
RWQCB (Regional Water Quality)	Yes	No	(510) 286-1255
* BAAQMD (Bay Area Air Quality)	Yes	No	(415) 749-4728
* County "Haz-Mat"	Yes	No	(408) 299-6930
* City "Haz-Mat"	Yes	No	(408) 942-2386
County Environmental Health (Restaurants)	Yes	No	(408) 299-6060

Others:

* Obtain forms from City of Milpitas Building Department.

If yes is checked to any of the above, a certificate of occupancy cannot be issued until the appropriate

clearance have been submitted to the Building Inspection Division.

THE INFORMATION CONTAINED HEREIN IS FAMILIAR TO ME AND TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE.

CERTIFICATION OF AUTHENTICITY

BEWARE, you are subject to prosecution if you unlawfully submit this form. UNDER PENALTY OF LAW, transmission of this form to the City of Milpitas is your certification that you are authorized to submit it and that the information presented is true and correct.

Applicant

Title:

Signature:

Date:

I declare under penalty of perjury that the forgoing is true and correct, and that I will comply with all City Codes and Regulations in the conduct of my business.

APPLICANT SHALL BE THE OPERATOR OF THE BUSINESS.

You will be required to fill out this form at the time you make application for a City Business License, so please keep a copy for future reference.

Fee: \$260.00 Trans - #

BP14Trans - #